

**Meeting Notes  
Conference Call  
9/21/05 Eboard**

**10:00am – 11:10am**

**In Attendance:**

Bob Brooks, Susie Cullen, Eric Edwards, Matt Fengler, John Harris, Becca McConnaughey, Pat Ryan, Bill Whitcomb, Don Zimmer

- **Conference Details:**
  1. **General:**
    - Discussed having shirts or hats to identify conference staff. Decided to wear ribbons from last year due to cost.
    - Matt will work on information that will be put on video screens outside of rooms.
    - City of Vancouver and City of Gresham will look into supplying the laptops and projectors that are needed.
    - E-board members need to send contact information for their presenters to Becca (address, phone number, fax number, e-mail address). Becca will also send this information to Pat.
    - John to coordinate with April from Vancouver Hilton on City of Gresham manager meeting (room and lunch).
  2. **Agenda/Presentations:**
    - Agenda sessions were numbered. Matt will update spreadsheet and send out to e-board with session numbers.
  3. **Registration:**
    - 60 general registrants and 16 vendor registrants (from 10 different sponsorships) to date.
    - Vendor mailers were sent out last week.
    - Matt will make banner for registration table and computer room from plotter.
    - There will be two envelopes for registrants. One with badge, meal tickets, timed agenda. Goody bag will have local information, map, etc. Anyone with information for goody bags needs to give it to Bill before October 10<sup>th</sup>.
  4. **Computer Room:**
    - Eric to contact Kathryn at City of Vancouver to discuss needs for computer room and personnel.
    - Need to order memory sticks by October 1, 2005.
    - Presentations won't be put on memory sticks automatically. Registrants can load on memory sticks if they want. We will need someone to man computer to load these presentations onto jump drives.

5. Social Event on Wednesday:
  - Bill will look into raffles/baskets.
  - John Harris has NWPMA signs to put on busses.
6. Vendor Social on Tuesday:
  - Location to be in Ballroom A & B as there will not be enough space in the vendor room.
  - Agreed to have no-host bar. Bartender cost is \$100.00.
  - Matt will look into the total amount we have to spend for both Tuesday and Wednesday events. We should then have an idea about what we can spend for food for vendor social. Bill will contact April to see what appetizers we can get in our price range (all costs included).
7. Hotel:
  - Last count on 09/20/05 was 127 room nights at Hilton Vancouver.
  - There are additional rooms available for all nights. We will increase room nights in block as needed. It was requested that we get updates more often from Hilton Vancouver.
  - Bill will check with hotel to see if cut-off date for room block of October 3<sup>rd</sup> could go to end of week (October 7, 2005).